

AQUINAS COLLEGE  
*Dining Services*



*Wedding  
Catering Guide*

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In Person: Office is located on the second floor of the Wege Center Rm 201

(Updated 04/1/08)

# *General Information and Facilities*

Aquinas College Dining Services is pleased to present our Wedding Catering Guide. Enclosed you will find our menu recommendations and complete policies. This guide has been issued to assist you in planning your catered events and for general reference. We also offer menu customizing for these special occasions. The Catering Staff is happy to accommodate special requests whenever possible to make each event a memorable occasion.

We strive to provide the highest level of customer service in an effort to make planning your event an efficient and pleasant experience. The Conferencing/Catering Department offers a multitude of banquet / event facilities sure to fit your every need.

**The campus abounds with natural beauty; it has been called the “Hidden Jewel of West Michigan.” Over 200 species of trees and shrubs, winding woodland paths, and inviting creeks and ponds create a peaceful environment. Nowhere will you find friendlier service and more relaxing surroundings.**

**ALUMNI DISCOUNT:** Room rate discount of **20%** applies to non-profit groups, Aquinas College students, alumni, faculty/staff and their immediate families.

<u>Facilities</u>	<u>Capacities</u>	<u>Room Rental</u>
Wege Center Ballroom	Rounds for 250 / Theater 400	\$750
Wege Center Loutit Room	Rounds for 64 max (Standard set)	\$200
Wege Center Private Dining Room	Hollow square seating 20 (Standard set)	\$100
Donnelly Center	Rounds for 200 / Theater 160	\$600
Classrooms*, Labs*	Various (10-50)	\$100- \$150
Cook Carriage House* (lower)	Seating for 24-64/ Standing 100	\$500
Kretschmer Recital Hall	Theater Seating for 210	\$400
Brown Center Living Room	Seating for 75 / standing for 150	\$300
Jarecki Piazza	Standing Reception 175	\$500
Jarecki Board Room	Hollow square seating 20	\$100/hour
Bukowski Chapel (Must contact Chapel Coordinator at 616-632-2493)	Seating for 115	\$390

\* Limited availability during academic year

- A labor charge may be added based on set-up needs
- Prices are subject change
- Parking can be limited depending on function, location, and date
- Standard Set- This set remains. Changes have to be approved through Conferencing/Catering Office with a charge.

- All Facilities are unavailable for use on Holidays or any Campus shut down time (I.E. Thanksgiving Weekend, Christmas/New Year's Break, Easter, etc.). Exceptions can be made- Check with Conferencing/Catering Office.
- Off-Campus Clients cannot reserve Facilities during Welcome Week, Homecoming Weekend, St. Thomas Aquinas Week, Parent's Weekend, and Graduation Weekend.
- Off-Campus Clients cannot reserve the Cook Carriage House during the Academic Year. On-Campus clients wanting to use the Facility must check with the Student Activities Office.

## *Use of Facilities Policy*

1. Alcoholic beverages are allowed but must be contracted with a bartending service.
1. In the event of bad weather, which results in the closing of Campus, all events scheduled will be cancelled in accordance with other College policies.
2. Glitter and confetti are not permitted. All candles must be incased in glass (hurricanes, votives).
3. Smoking is prohibited in all Aquinas College facilities.
4. Clients may not obstruct exits, hallways, or stairwells, or hinder movement of traffic in public areas due to safety regulations and fire codes.
5. Dance floors cannot be moved.
6. Clients are responsible for any damages or destruction to Aquinas property by participants at the event.
7. Aquinas College is not responsible for damages to personal property, stolen property or injury sustained on Campus. Clients must remove all personal property immediately after their event.
8. Clean-up/Damage Deposits: Excessive clean up of facilities is not included in standard room rental charges. A deposit may be charged for special events to insure clean up of the facility.
9. Aquinas College reserves the right to make changes in space assignments upon consultation with appropriate parties.
10. Michigan state law prohibits tampering or misuse of fire alarms or fire fighting equipment.
11. Unauthorized possession and/or use of firearms or firecrackers are not permitted.

## *Booking Procedures*

Please contact the Aquinas College Conferencing/Catering Office via the information provided on the front cover of this guide. We recommend that your facility arrangements be made as early as possible. Wedding catering orders should be placed at least three (3) months prior to the event. This would be a preliminary order. You may adjust this accordingly up to fourteen (14) days prior to your event. A confirmation and attendance guarantee is required by 12:00 Noon seven (7) business days prior to the function. If the guaranteed attendance is NOT received by this time your anticipated attendance will become the guaranteed attendance for which you will be charged. If your guarantee increases *after* the designated time frame, you may be billed the additional costs. Should a last minute change be necessary, please contact the Conferencing/Catering Office as soon as possible. All services will be billed to the account number provided at the time of booking.

Every effort will be made to accommodate late food service requests, which will be approved at the discretion of the Catering Department, based on product availability, staffing, etc. Substitutions may be offered where necessary.

**Please have the following information ready when making your facility request:**

1. Date of event
2. Beginning and ending time of event
3. Name of Business/Non-Profit or Event
4. Anticipated attendance
5. Name and phone number of contact person
6. Location and type of equipment (setup) desired
7. Payment method
8. Indicate whether food service is required

**Reservations**

- Contracts are required for all events on Aquinas' Campus and must be signed by an authorized person responsible for the event.
- Final equipment and set-up needs are required seven (7) business days prior to your event.

**Cancellation Policy**

In the event that any portion or all of the food services are cancelled unrecoverable and direct costs associated with the function will be charged to the sponsoring group, based on the following scale (excluding weekends and the day of the event):

Cancellation made 90 days prior or more - All unrecoverable costs associated with the event

Cancellation made 89 days or less - 50% of estimated function revenues and loss of \$1000 food deposit

Cancellation made 30 days or less - 75% of estimated function revenues and loss of \$1000 food deposit

Cancellation made less than 5 days prior - 100% of estimated function revenues and loss of \$1000 food deposit

**Pricing & Payment**

This menu is specifically priced for Wedding Reception functions.

All menu items and prices listed in the Wedding Catering Guide include:

- Set up and break down of any/all equipment utilized for the catering of your function.
- China, silverware and glassware unless disposables are specifically ordered for event.
- House tablecloths and skirting for all food service/event tables.
- Standard Service Charge of (18%) and Sales Tax (6%) will be added to all events. The sales tax will be based on the total cost of the event including service charge.
- Additional costs may be charged for menu customizing as well as the cost incurred from special food products. (Menu customizing is considered any item that does not appear on our regular catering guide).
- Rentals of equipment or special linens may raise the final cost of your event. AV Equipment to present a slide show is a \$50.00 charge. This charge includes the setup, use, and tear down of this equipment.
- Events that extend 30 minutes beyond the initial scheduled time may be subject to over-time/labor charges of \$50.00 per hour.
- A **Non-refundable** 100% room rental fee is required upon booking.
- A \$1000 food deposit is required 3 months prior to the event and/or the time of your menu selection.
- All events need to be paid in full 5 days prior to the event. The payment will be based on the final count which we will receive 5 days prior to the event.
- Room rate discount of 20% applies to non-profit groups, Aquinas College students, alumni, faculty/staff and their immediate families.

**Food & Beverage**

All food and beverage *within* Aquinas College *must* be provided by AQ Dining Services. Food waivers are available to be filled out and reviewed for extenuating circumstances. Also, food and beverage *may not* be removed from the premises in accordance with local Health Department regulations. Catering equipment will not be *loaned* without the purchase of food services.

### **Linens & Table Décor**

White linens and table skirting will be provided for all tables related to food service. We will provide additional linens at a nominal fee. We have a selection of linens to choose from; however, if there is a need for special linen we do not carry, 50% of the rental cost will be added to your final bill. At your request, we can provide your event with tea light candles and/or table mirrors for an additional fee. Contact the Catering Manager for more information at 616-632-2965.

### **Rental & Extras**

In the event that special items need to be rented, we will charge these items back at 100% cost plus a 15% handling charge.

### **Room Set-up**

The Aquinas College Conferencing/Catering Department can assist with all room set-up provisions, special equipment requests, and building access arrangements. The items included in the room rental fee are as follows:

- Guest tables and chairs
- Bar table and bar back table (if needed)
- Cocktail tables (if requested)
- Cake and gift tables
- DJ table and chair(s)
- Head tables and chairs
- Buffet tables (if needed)
- Guest book stand and/or easel
- Microphone floor stand
- Linens and napkins

Round tables with 8 chairs are the standard seating. The head table will consist of eight foot tables with as many chairs as needed. This is the standard set unless otherwise requested.

# *Aquinas Alcohol Use Policy*

Aquinas College does not have a state liquor license. As a result, the College has adopted an Alcohol Use Policy which must be adhered to by all on and off-campus groups. This policy is strictly enforced for **ANY** event which takes place on the Aquinas College campus.

If you wish to serve alcoholic beverages at your event, the following procedures must be followed:

- A contract regarding the AQ Alcohol Use Policy must be signed and returned to the Conferencing Department a minimum of two weeks prior to the actual event.
- A professional bartending service **must** be hired to provide, deliver, and clean up all alcohol and related materials. (No drop-offs will be allowed.)
- Aquinas and the hired bartending services reserves the right to request valid Picture ID from **ANY** guest - Please have all guests bring valid ID's.
- All bars must be "sponsored"- no cash bars
- Alcoholic beverages are only to be served by the licensed bartending service personnel providing the liquor. No outside bartenders allowed.
- The bartending service must arrive no less than one hour prior to the start of the event and must stay for the duration of the actual event.
- Aquinas College **requires** the following **minimum** ratio for bartenders:
  - 1 - 100 guests: 1 bartender
  - 101 - 250 guests: 2 bartenders
  - 250 - 350 guests: 3 bartenders
  - 350 - 450 guests: 4 bartenders(Aquinas *recommends* 1 bartender per 75 guests if you are serving specialty beverages or using glassware- you can determine this w/ your service provider)
- All alcohol related items must be provided by the bartending service. i.e., shot glasses, pitchers, napkins, glasses, corkscrews, etc.
- No guest is permitted to leave the building with alcoholic beverages.
- No outside alcoholic beverages not provided by your selected licensed bartending service are allowed into the building.

If there are any additional questions or concerns, you may contact the Catering Manager at 616-632-2965.

## **RECOMMENDED BARTENDING SERVICES**

D. Schuler's  
Mr. Jim Mulder  
2771 44<sup>th</sup> St. SW  
Wyoming, MI 49509  
616-538-4560

Martha's Vineyard  
Ms. Alyssa Ritsema-Johnson  
200 Union N E  
Grand Rapids, MI 49503  
616-459-0116

# Hors D'oeuvres

## COLD SELECTIONS

Assorted Cheese and Crackers	Medium - \$90.00, Large \$150.00
Seasonal Fresh Fruit	Medium - \$90.00, Large - \$150.00
Vegetable Tray	Medium - \$65.00, Large - \$90.00
Specialty Antipasto Tray	Medium - \$125.00, Large - \$200.00
Fresh Bruschetta	Medium - \$65.00, Large - \$100.00
Roasted Garlic Hummus with toasted Pita	Medium - \$65.00, Large - \$100.00
Assorted Fancy Canapés	\$100.00 per 50 Canapé
Crab Dip with Assorted Crackers	\$65.00 (serves 30)
Fresh Fruit Kabobs	\$2.75 per Kabob
Tartlet of Michigan Smoked Chicken Salad <i>(Dried Cherries, Diced Smoked Chicken and Toasted Pine Nuts)</i>	\$125.00 per 50 Tartlet
Smoked Salmon	\$100 (serves 40-50)
Chilled Shrimp Cocktail	\$150.00 per 50 Shrimp

## HOT SELECTIONS

Hot Spinach & Artichoke Dip with Pita	\$100.00 (Serves 40-50 people.)
Stuffed Mushroom Caps (Crab or Sausage)	\$100.00 per 50 Caps
BBQ, Swedish or Sweet & Sour Meatballs	\$100.00 per 100 Meatballs
Mini Beef Wellington	\$125.00 per 50 Wellingtons
Phyllo Triangles filled with Spinach & Feta Cheese	\$125.00 per 50 Triangles
Chicken and Andouille Sausage Skewers	\$150.00 per 50 Skewers
Baked Brie EnCroute	\$75.00 per 2 Pounds of Brie
Spicy Chicken Wontons w/ Sweet & Sour Sauce	\$100.00 per 50 Wontons
Petite Assorted Quiche	\$100.00 per 50 Quiche
Coconut Shrimp w/ Coconut Orange Sauce	\$150.00 per 50 Shrimp
Pancetta Basil BBQ Shrimp	\$150.00 per 50 Shrimp
Chicken Satay	\$100.00 per 50 Satay
Beef Satay	\$125.00 per 50 Satay
Bacon Wrapped Scallops w/ Raspberry Vinaigrette	\$150.00 per 50 Scallop
Crab Cakes	\$125.00 per 50 Cake
Prociutto Wrapped Shrimp w/ Grand Marier Carmel	\$150.00 per 50 Shrimp
Coconut Shrimp w/ Coconut Orange Sauce	\$150.00 per 50 Shrimp

# Wedding Buffet Service

## **Silver Buffet**

Choice of Two Entrees and Two Accompaniments. Served with Plated Fresh Garden Salad and Two Dressings of Your Choice, Homemade Artisan Rolls with Butter, and Coffee Station.

**\$21.95 per person**

## **Gold Buffet**

Choice of Three Entrees and Three Accompaniments. . Served with Plated Fresh Garden Salad and Two Dressings of Your Choice, Homemade Artisan Rolls with Butter, and Coffee Station.

**\$24.95 per person**

### **Entrée Selections**

Maple Garlic Pork Loin  
Oven Roasted Chicken  
Signature Chicken  
Chicken Marsala  
Cashew Crusted Grouper  
Pan Seared Soho Salmon  
Grilled Top Sirloin

### **Accompaniments**

Roasted Red Skin Potatoes  
Garlic Mashed Potatoes  
White Cheddar Au Gratin  
Purple Peruvian Mashed Potatoes  
Vegetable Rice Pilaf  
Wild Rice  
Pasta Marinara  
Fettuccine Alfredo  
Steamed Baby Carrots  
Green Bean Almandine  
Asparagus  
Seasonal Fresh Vegetable Medley

# *Wedding Plated Service*

All prices are per person & include:  
Garden Salad and Choice of Two Dressings, Fresh Baked Artisan Rolls,  
Coffee and Tea Station

## **GRILLED FILET MIGNON**

Petite Tenderloin of Beef Grilled to Perfection  
Topped with Wild Mushroom Sauce  
Served with Broccoli and Roasted Redskin Potatoes  
**Market Price per person**

## **NEW YORK STRIP STEAK**

10 oz. Black Angus Cut Grilled to Perfection  
Served with Seasonal Fresh Vegetable Medley and a  
Baked Potato with Sour Cream and Butter  
**\$24.95 per person**

## **CHICKEN MARSALA**

An 8 Ounce Chicken Breast Sautéed with Shallot, Garlic,  
Wild Mushrooms and Marsala  
Served Wild Mushroom Risotto and Roasted White Asparagus.  
**\$18.95 per person**

## **SIGNATURE CHICKEN**

An 8 Ounce Breast of Chicken Stuffed with Fresh Ricotta, Tender Baby Spinach, Sun-Dried Tomato, and  
Applewood Smoked Bacon.  
Topped with a Citrus Beurre Blanc  
Served with Mashed Yukon Golds and Green Beans  
**\$19.95 per person**

## **NORTH CAROLINA QUAIL**

Roasted Quail Served with Exotic Mushroom Gnocchi and  
Patty Pan Squash and Baby Carrots.  
**\$23.95**

## **MACADAMIA NUT CRUSTED HALIBUT**

A 7 Ounce Halibut Filet, Crusted with Chopped Macadamia Nuts and Toasted Japanese Bread Crumbs,  
Topped with Lemon Butter Sauce.  
Served with Duchess Potatoes and Grilled Asparagus.  
**\$19.95 per person**

## **DILL ATLANTIC SALMON**

Dill Crusted Atlantic Salmon Topped with Dill Beurre Blanc,  
Served over Saffron Risotto with  
Patty Pan Squash and Baby Carrots.  
**\$18.95 per person**

**VEAL OSSO BUCCO**

Braised Veal Shank over Caramelized Pear & Gorgonzola Risotto  
Topped with a Rich Bordelaise Sauce, Served with Parmesan Broccoli.  
**\$21.95 per person**

**MAPLE GARLIC PORK LOIN**

Center Cut Pork Loin Garlic Rubbed and Slow Roasted  
Topped with a Maple Butter  
Served with Mashed Purple Peruvian Potatoes and Grilled Asparagus  
**\$19.95 per person**

***Vegetarian Entrees***

**VEGETABLE STRUDEL (Our Most Popular)**

A Medley of Garden Vegetables Wrapped in Phyllo Pastry  
Baked and Finished with Herb Butter  
Served over a Wild Rice Blend  
**\$14.95 per person**

**VEGETABLE LASAGNA**

Zucchini, Yellow Squash, Mushrooms, Spinach and  
Alfredo Sauce, Layered with  
Lasagna Noodles and Three Cheese Blend  
Topped with Mozzarella and Baked  
**\$13.95 per person**

**CHEF'S CHOICE VEGETARIAN ENTREE**

Allow our chef to give you his choice of a vegetarian option that compliments your meal.  
**Market Price**

## *For the Kids*

### ***PERSONAL PAN PIZZA***

Six Inch Personal Sized Cheese Pizza, Bread Stick,

Fruit Cup and Baby Carrots with Ranch.

**\$6.95**

### **CHICKEN TENDERS**

Three Chicken Tenders, Choice of Honey Mustard, Ranch or BBQ dipping sauce,

Fried Potatoes and Fruit Cup.

**\$6.95**

### **MAC-N-CHEESE**

Homemade Mac-n-Cheese, served with Fried Potatoes, Fruit Cup,

and Baby Carrots with Ranch

**\$6.50**

# *Beverage Service*

Prices per Gallon

A Gallon serves 12-15 people based on a 8 ounce portion

## **HOT SELECTIONS**

Regular Coffee	\$12.00
Decaffeinated Coffee	\$12.00
Hot Chocolate	\$13.00
Gourmet Flavored Coffee	\$13.00
Hot Tea	\$9.00
Hot Apple Cider w/ Cinnamon	\$12.00

## **COLD SELECTIONS**

Orange or Apple Juice	\$14.00
Iced Tea	\$10.00
Lemonade	\$11.00
Fruit Punch	\$11.00
Sparkling White Grape Juice	\$14.00
Sparkling Punch	\$14.00
Citrus Punch	\$14.00
Sherbet Punch	\$16.00

## **BOTTLED BEVERAGES**

Assorted Canned Sodas (8 oz)	\$0.75
Assorted Canned Sodas (12 oz)	\$1.25
Assorted 20 oz bottled Sodas	\$1.75
Assorted 2 Liter bottled Sodas (8 cups)	\$1.95
Assorted Fruit Juices	\$1.95
Assorted Bottled Water 20 oz	\$1.50
Bottled Iced Tea or Lemonade	\$1.50